

National 4-H Congress is a CLOSED event. Out of an abundance of caution for the health and safety of National 4-H Congress participants, participation in or presence at any portion of National 4-H Congress is limited to those who are officially registered and are wearing an Official National 4-H Congress nametag.



4-H, The Youth Development Program of the Cooperative Extension System, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

WELCOME	2
PREPARING FOR	
YOUR TRIP	3
DRESS CODE AND	
EXPECTATIONS	5
SAFETY	
PRECAUTIONS	/
HEALTH AND	
SAFETY GUIDELINES	g
CONGRESS	11
ENGAGEMENT	- 11
THANK YOU	10
NOTES	13
MARTA AND	4-
AIRPORT MAPS	<del></del> 15

**Congratulations** on being chosen to represent your state at this year's National 4-H Congress. On Thanksgiving weekend more than 800 delegates from throughout the United States and its territories will join you in Atlanta to participate in the 100th National 4-H Congress. The program is a mix of educational, service, and recreational opportunities.

The City of Atlanta and the Hyatt Regency Atlanta will roll out the red carpet to make your stay exceptional. Located in the heart of the Old South, Atlanta combines traditional Southern Hospitality with the energy of a world-class international city. It has a culturally diverse history. Atlanta has through the years been the home to a variety of celebrities and statesmen. Included in this list, you will find President Jimmy Carter, Martin Luther King, Elton John, Andrew Young, Margaret Mitchell, Ted Turner, and Chris Tucker. A transportation and communication center, it is home for businesses as diverse as The Coca-Cola Company, the Turner Broadcasting Network, and Delta Airlines.

The Congress program will provide opportunities for you to explore a variety of Atlanta attractions that include:

- Martin Luther King Center for Non-Violent Change
- Centennial Olympic Park
- World of Coca-Cola
- The Atlanta Zoo
- Atlanta History Center
- Georgia Aquarium

#### Your schedule will include:

- · Workshops designed to develop your leadership skills
- Plenary Sessions with outstanding speakers and entertainers
- A Service-Learning Experience during which you will participate in hands-on service projects
- Tours and recreational opportunities throughout the city

Featured Speakers for National 4-H Congress include:

- John Beede, Motivational Speaker
- Dan Clark, Motivational Speaker

National 4-H Congress, a 4-H tradition for 100 years, was originally designed to recognize state and national winners. As the 4-H program has changed to meet the needs of youth today so has National 4-H Congress. This year's event, like the ones that preceded it, will not only recognize excellence, but also provide an outstanding, educational opportunity for 4-H youth.

The 4-H organization differs in each state. As you make new friends, we hope that you will explore the variety of ways in which states conduct their 4-H programs. You are sure to go home with new ideas on how you can improve your state's program. You will find that each state selects National 4-H Congress delegates differently. The Design Team hopes that you will use your time in Atlanta to make new friends and gather new ideas.



#### ATLANTA WEATHER

The weather in Atlanta in November is very unpredictable. It could be as warm as the mid 70's or as chilly as the 30's. Bring clothes that you can easily layer. Be sure to pack an umbrella and jacket. If it rains, you will need on short trips outside the hotel, for tours, and community service activities.

## **SMART PHONE APP**

National 4-H Congress encourages all participants to download the smart phone app the week before National 4-H Congress. The app is available through the National 4-H Congress website.

#### **SOCIAL MEDIA**

Delegates, parents, county Extension educators, and state 4-H faculty are encouraged to "friend" the National 4-H Congress Facebook page (https://www.facebook.com/ National4HCongress/), Instagram as well as follow the event on Twitter (https://twitter. com/nat4hcongress). Throughout National 4-H Congress updates, highlights, and photos from the event will be posted. Delegates are also encouraged to post during breaks their POSITIVE experiences from workshops, general assemblies, and other events.

#### PIN EXCHANGE

A fun National 4-H Congress tradition is to trade state pins with those you meet. Delegates may bring pins and stickers from their home states to exchange with those from around the country. It is a great way to make new friends and go home with a souvenir from other states. You may want to bring a scarf or item on which to collect and display the pins. If you place pins on your nametag, be sure they do not cover your name. The Pin Exchange will begin Friday and continue throughout the week as you make new friends and learn more about their states. Due to COVID-19 delegates are strongly encouraged to wash hands before and after participating in any pin exchange.

There is no formal time to exchange pins, you are encouraged to carry them with you throughout your stay and exchange them at your discretion. Please do not bring any pins made of food, such as peanuts, due to allergies.

#### SPENDING MONEY

All meals are included in your registration fee with the exception of dinner on Friday night, and lunch on Saturday, Sunday and Monday. You will want to bring money for the following: snacks, souvenirs, the 4-H Mall, a Congress photo USB drive, shopping and tips. You will need money for meals while you are traveling, three lunches, and one dinner. It is recommended that you bring a minimum of \$125.

#### Purchases at the Atlanta History museum

Credit/Debit or MC/Visa Gift Cards are the preferred method of payment. Cash payments will be allowed but no currency larger than a \$20 bill can be accepted. Because the event falls on Museum Store Sunday, the 20% discount for the day will be offered to anyone making a purchase at the event.

## **CONTINENTAL BREAKFAST**

For the four mornings that you are at Congress, a continental breakfast will be served. It will include such items as cereal, doughnuts, fruit, juice, and milk. This is designed to be a light meal. If you want to start the day with a larger, hot breakfast, plan time to visit one of the hotel restaurants where you may purchase a hot meal from a menu with a wide variety of choices. There is a food court in the mall next to the hotel that offers a variety of fast food restaurants.

Note: The food served is donated. Those with allergies may want to seek other options.

#### **TIPPING**

Tipping is traditional when interacting with those who help make your travel experience more enjoyable. It is your way of saying "thank you" for the service provided. You should tip waiters, bell staff, doormen if they summon a taxi for you, and your taxi/limo driver. Suggested amounts are as follows:

Waiters/Waitresses:	18% to 20% of the total bill.
Bell Staff:	At least \$1.00 per bag.
Room Attendants (Maids) at end of stay:	\$2 per day or what you feel appropriate.
Doorman:	Minimum of \$1 to \$2 if they hail a cab for you.
Taxi/Shared Rider Driver:	Varies according to the length of the trip, but usually \$2 to \$5 for short trips, and 15% to 20% for longer distances.
Skycap	\$1 per bag.

**RESS CODE AND EXPECTATIONS** 

Have you ever heard the saying "you only have one chance to make a good impression?" This is true at National 4-H Congress, just like everywhere else, and a big part of that is based on your appearance. It is the goal of National 4-H Congress for all delegates to be comfortable during the various activities and events and maintain a clean and respectable appearance.

The following chart will help you know what is appropriate for each of the week's activities. We want to make a positive impression on the people of Atlanta. Appropriate dress is critical. Please make note of the times that casual dress is appropriate.

#### HE/HIM/HIS/HIMSELF

## SHE/HER/HERS/HERSELF

#### **CASUAL**

For all participants: Jeans, khakis, t-shirts, tennis shoes. Does not include cut-offs or worn jeans with holes or ragged edges.

#### Events this category of attire should be worn at:

Friday

- Dinner & Get Acquainted Activity Saturday:
- Opening Event
- Team Building & Workshops

Sunday

Workshops

- An Evening of Culture Monday
- Serving Learning Projects\* Tuesday
  - Closing Assembly
  - Travel Home

#### **BUSINESS CASUAL**

Slacks (creased jeans and khakis are appropriate), shirts without ties, dress shoes, or boots. No athletic/tennis shoes or athletic clothing

(basket-ball shorts, etc.)

Skirts or slacks with an appropriate blouse or shirt. Dress denim (denim skirts and pressed creased jeans) and khakis are appropriate. No athletic/tennis shoes or athletic clothing (yoga, leggings, etc.)

#### Events this category of attire should be worn

Saturday

International Event

Sunday

Assembly & Inspirational Service

#### **DRESS-UP**

Dress slacks with a shirt and tie, jacket or sweater, leather shoes, boots. No denim clothing or athletic shoes.

Dresses, suits with skirts or dress slacks, blouses, leather shoes. No denim clothing or athletic shoes.

#### Events this category of attire should be worn

Monday

Congress Gala & Dance

#### SEMI-FORMAL

Slacks with a jacket, shirt, tie, leather shoes.

Dresses from knee to floor length or pants suits appropriate for a prom or similar dress up activity. This could include a dressy outfit worn to an event at your church, synagogue, or mosque.

#### Events this category of attire should be worn at:

Monday

Congress Gala & Dance

#### **CONGRESS GALA AND DRESS**

The gala is a formal and special night for National 4-H Congress. It is our goal to maintain the integrity and formality of the night by asking for cooperating with the follow simple dress code suggestions. As with other 4-H events at National 4-H Congress any participant not appropriately dressed will be turned away at the door. There are hundreds of beautiful, tasteful, and appropriate dresses available for the gala. If you have questions concerning your dress, it is your responsibility to seek advice and approval prior to arriving at National 4-H Congress from your state coordinator.

National 4-H Congress Gala is a formal event and you are expected to wear formal attire. Formal prom attire may be classified as a dress, tuxedo, dress suit, including a tie or bow tie, a dress shirt, which may include a vest or cummerbund, and dress shoes.

- Dresses may be strapless (if they fit properly) or include spaghetti straps.
- Dresses may be backless, as long as they are not cut below the naval.
- · 2-piece dresses may only show a modest amount of midriff.
- · Dresses may not have a slit that exceeds mid-thigh.
- · Dresses may not be cut below the bust line.
- · Dresses can not have cuts, slits in them exposing skin underneath.
- · Undergarments should not be visible. See-through apparel is not permitted.

#### ADDITIONAL APPEARANCE GUIDELINES

- · General appearance should be neat and clean.
- A state delegation coordinator and/ or the Congress Design Team may ask any individual to modify their clothing selection if standards of decency in appearance are not met.
- Hats and caps should not be worn during any Congress activities when inside buildings. This applies to both girls and guys.
- Pajamas, sleepwear or outfits with visible undergarments are not appropriate dress for any Congress activity or outside sleeping rooms.
- Dress and appearance should not present health or safety hazards or cause disruption.
- Bare feet are not appropriate for any Congress activity; conventional shoes or sandals are required.

#### ITEMS NOT APPROPRIATE AT NATIONAL 4-H CONGRESS

- Tube tops, halter tops, one-shoulder tops, strapless tops, casual tops with spaghetti straps, dresses/ tops/ pants/ skirts that expose midriff, navel, back, or cleavage. However, see special note about semi-formal wear for the Congress Gala.
- See-through or muscle shirts.
- Clothing that advertises alcoholic beverages, tobacco products, or drugs.
- Clothing that has vulgar, obscene or offensive messages, or images.
- Cut-offs, ripped jeans, or other clothing with holes.

Delegates will be asked to wear the National 4-H Congress t-shirt and closed toed shoes during the Community Service activity on Monday. Delegates are asked to bring outdoor weather gear and work gloves.



## **SAFETY PRECAUTIONS**

The National 4-H Congress staff goes to extraordinary means to ensure adequate plans are made for the safety of delegates. The following suggestions have been developed with help from local police and security at Congress venues.

#### PHOTO IDENTIFICATIONS

Be sure to keep your photo identification in a secure place as it is necessary for flight identification. Be sure it is not packed in your luggage.

#### **SECURING OF LUGGAGE**

Do not allow strangers to handle your luggage. Remember - pack only what you can carry. Please go to tsa.gov to see the latest airport regulations for luggage and carry-on items.

Be sure every piece of luggage has your name and state on it in two places. It must be accurate and easy to read. Pack as economically as possible. Bring clothes that mix and match well. Your state will tell you if there is a limit to the number of bags that you can bring. Never leave your suitcase unattended. Bags have a way of walking away when not attended. Always keep your valuables with you; do not pack them in your suitcase.

Check with your airline for luggage fee, size, and weight limitations for your luggage. If your luggage is oversized, you will have an additional charge for checking it.

## AIRPORT SECURITY

Many delegates will be flying into Atlanta. Airport check-in is changing daily. Pack everything possible into the luggage that you will check at the airport. Bags that you attempt to carry on will be scrutinized thoroughly. Items that have sharp points will be confiscated by airport security. This includes things as small as tweezers, nail clippers, and pocketknives. Do not embarrass yourself or your delegation by attempting to bring those with you through airport security. Any metal objects that you wear will slow the process down. You may want to put items such as big metal belt buckles in the suitcase that you check. Your positive, helpful attitude will make a tremendous impression on those you encounter and will make the job of security officers easier.

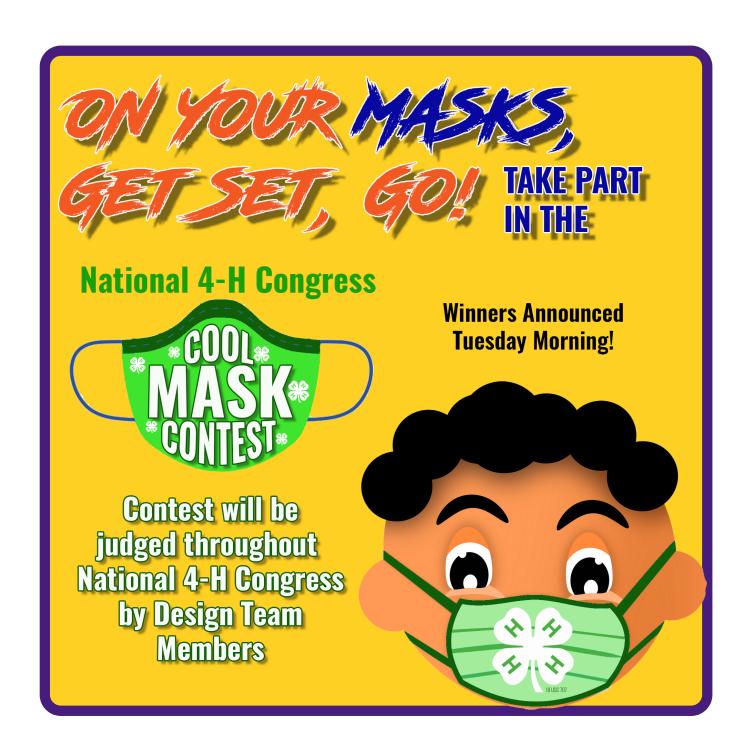
#### STREET SAFETY

The Atlanta City Police and the City Ambassadors patrol the area around the hotel. The Ambassadors are there to answer your questions. They are easily identifiable. They wear white helmets and turquoise/red/white uniforms. They are your safest and most reliable source of information.

As in any big city, you will encounter a number of panhandlers. They can be aggressive in askingyoufor money. Be courteous, but it is suggested that you politely turn down their requests. Do not allow strangers to handle your luggage. Pack only what you can carry. Delegates are only allowed to leave the hotel in groups of four or more. Adult chaperones must be made aware of when you leave, where you are going, and when you plan to return. If you have a cell phone, give the adult chaperones your number or that of a member of your group.

## **HOTEL SAFETY**

Doors to sleeping rooms must always be locked. Doors that are propped make an easy target for thieves and other criminals. Even for short trips to adjoining rooms or to the closest ice machine, delegates must lock doors securely. Valuables must never be left in open view in your room. Each room has a safe for use. The hotel does have limited safety deposit boxes that can be secured at the front desk. Use the peep hole in the door to see who is there before opening it.



The National 4-H Congress Board of Advisors and Design Team is committed to the safety and health of all youth and adults during the 2021 event as we continue to experience the COVID-19 pandemic. To maintain the highest level of health and safety, a set of COVID-19 protocols and guidelines have been established. These protocols and guidelines are NOT optional for any youth and adults attending the event. After reviewing the protocols and guidelines below, if a participant is not comfortable, or refuses to adhere to such, their participation in National 4-H Congress may need to be reconsidered.

# Required protocols and guidelines as of October 4, 2021

- All youth and adults attending will be required to provide proof of a complete vaccination series or proof of a negative COVID-19pcr Test within the 72 hours preceding their arrival in Atlanta on Friday, November 26, 2021, at National 4-H Congress programs/events/activities. Any individual who due to health reasons is unable to abide by any of the required protocols must provide a signed letter from their doctor requesting this waiver.
- Masks that cover the nose and mouth must be worn by youth and adults during all National 4-H Congress. Exceptions include when (1) in hotel lodging rooms, (2) consuming food/drink or (3) participating in outdoor activities while maintaining 3' social distance. Delegates will be responsible for providing adequate masks for the duration of the conference.
- All attendees will be encouraged to wash their hands multiple times throughout the day as recommended by the CDC. It is suggested that delegates bring individual bottles of hand sanitizer to be used in addition to the sanitizer provided in all public areas of the hotel.
- Based on current CDC information and clinical expertise, older adults (65 and older) and people of any age who have underlying medical conditions might be at higher risk for severe illness from COVID-19. These individuals should consider implementing additional protective protocols. These decisions are the responsibility of the individual, who assume liability for their decisions.
- There will not be water stations in classrooms, as we have had in previous years. Please bring a sturdy re-usable water bottle from home labeled with your name for easy identification through the week.
- All participants will be required to submit a form stating their agreement to abide by all protocols. Youth delegate agreements will also require the signature of their parent/guardian. Any individual who does not follow protocols will be sent home immediately at their own expense.
- Based on any new directives or guidelines mandated or given by federal, state, and/ or local government these guidelines may be updated prior or during the event.
- These guidelines are determined by National 4-H Congress management based current federal and State of Georgia COVID-19 guidelines. State programs with more stringent rules for participation will provide their delegation any additional requirements. Those states having additional rules for participation will be responsible for all enforced of the state delegation.

# **Prior to Leaving for National 4-H Congress**

All participants are to self-monitor and NOT leave their home state if they are showing any of the following symptoms at the time of the trip departure and/or on the two days prior.

# 2021 NATIONAL 4-H CONGRESS HANDBOOK

- Fever (body temperature of 99.5 degrees F (37.5 degrees C) or higher •
- New loss of taste or smell
- · Chills
- · Sore throat
- · Cough

- Congestion or runny nose
- · Shortness of breath or difficulty breathing
- Nausea or vomiting
- Fatigue or muscle and body aches
- · Diarrhea
- Headache

If all precautions fail and a youth or adult delegate experiences COVID-19 symptoms, they will be isolated as a precaution and sent home as soon as possible. Their state will be responsible for arranging transportation home. The state 4-H program of the delegate will be responsible for all expenses related to arranging transportation, additional room charges for isolation, and supervision of the delegate until they can travel back home.

#### **HOTEL PRECAUTIONS**

The sanitizing stations all over the public areas of the hotel will be checked and refreshed as needed.

- · High touch points in the hotel are cleaned frequently.
- Meals that have previously been self-serve buffets will be modified with a server at each station with protective shields between the server and the guest. All condiments will be in individual packets.
- · Elevator capacities will be limited. It will be critical that youth comply with those limits.
- All lodging rooms located on levels 1-6 of the hotel will be asked to use hotel stairways to move between floors. All lodging rooms on floors above floor 6 will use elevators. Elevator capacity will be limited to no more than 6 individuals per elevator.

Any person who must drop out at the last minute due to a diagnosis of COVID-19 will receive at 50% refund of their registration fee upon submission of a doctor's note.

#### MINOR EMERGENCIES

- Locate your state chaperone immediately.
- Ask their help in coming up with the best solution.

#### **MAJOR EMERGENCIES**

- Use the closest phone to call for help.
- In the hotel dial 55 or 0, outside the hotel dial 911.
- Call your state coordinator or ask someone to call for you.
- Call Congress Headquarters located in the Chicago Room at the hotel. Phone: 404-577- 1234

#### **MAJOR CATASTROPHES**

In case of a major catastrophe, all Congress delegates will meet at a designated gathering point. These gathering points are specified in the National 4-H Congress Program. The state delegation coordinator will take roll to ensure that the entire delegation is present. The group will then be escorted to a designated safe location.

Parents will be briefed by their delegation's state 4-H office.

**CONGRESS ENGAGEMEN** 

## **CURFEWS**

Times for state meetings and curfews will be listed in your official Congress program. If you are out of your room after that curfew, you must have an adult with you. Hotel security helps enforce curfews.

#### APPROPRIATE CONDUCT

Delegates must be considerate of other quests in the hotel during Congress. Noise in the halls and rooms must be kept at a minimum. Please limit talking to guiet conversational levels. Other guests may be trying to sleep. This is especially critical as you go back to your rooms each evening after your state meeting. Groups that make too much noise will be asked to locate another hotel and move to it. Running in the halls and standing on both internal and external balconies are prohibited. Girls and guys may not visit in lodging rooms. Visiting must be done in lobbies and other common gathering areas. Remember that all delegates have signed a code of conduct that must be followed. Delegates cannot go out on hotel balconies/overhangs. Texting and cell phones should not be used during any workshop or main session.

## **HOTEL ROOM HINTS**

- Due to COVID-19, hotel rooms will not be cleaned by housekeeping during the event. It will be the responsible for all participants to maintain a clean and neat room.
- Housekeeping will provide linens for the duration of the event along with plastic trash bags. If additional linens are needed during the event, participants can trade used linens into the front desk for fresh linens.
- The bottled water found in your hotel room is not complimentary. Do not use it unless you expect to pay for it. The same applies for in-room movies.
- Do NOT use the fire sprinklers for hanging items.

#### CONGRESS DIGITAL SCRAPBOOK

A flash drive of photos commemorating this year's Congress will be available for \$20. Payment and orders will be taken while you are at Congress. Flash drives may be ordered in Congress Headquarters. The flash drive will be mailed to your home around three months after Congress.

## **DONOR GIFT BASKETS**

Each state is asked to bring at least 15 items representing their state to be placed in gift baskets delivered throughout the Atlanta area to donors and sponsors of National 4-H Congress. The items should be tasteful and representative of both the state and the 4-H program. No alcohol, tobacco, or pharmaceuticals (drugs) are allowed. All items need to be turned in by Saturday at 12 noon to the National 4-H Congress Headquarters. Check with your state 4-H office to find out if you need to bring these items.

## **EXPRESSIONS OF APPRECIATION**

Delegates are well-known for the excellent way in which they express appreciation to all who help make Congress happen. The list includes donors, presenters, volunteers, parents, and Extension professionals. While you are at National 4-H Congress, you will receive a list of donors and supporters to whom you need to express your thanks. This year we will be

# 2021 NATIONAL 4-H CONGRESS HANDBOOK

gathering all delegate thank you notes at Congress and having them bound in book form to be presented to donors. You will receive stationery for your notes when you arrive in Atlanta. Notes should be hand-written legibly and free of grammatical errors. You will be given some suggestions to help you.

When you get back home, remember to thank your local Extension staff and parents for the support and encouragement that they have given you. Some states may request that you also write thank you notes to state trip donors.

While in the hotel, please remember to let those who serve you know that you appreciate their hard work.

National 4-H Congress has many dedicated and loyal donors and supports that help make the event a special occasion for each 4-H member. To show our appreciation, each delegate will be asked to write thank you notes to several donors. These thankyou's need to be quality notes that represent you, your state, and your 4-H club. To assist you in writing your notes below is some information courtesy of Laurie Rivetto from Michigan State University.





# The Seven Steps to a Great Thank-You Note

# Why should you write a thank-you note?

- To show appreciation for someone supporting you
- To acknowledge a gift, donation or service
- To provide recognition to someone who has done a good deed

# When should you write a thank-you note?

- After receiving any type of gift
- After attending a job interview
- After someone donates to a cause in your name
- After someone goes above and beyond the expected
- After someone writes a letter of recommendation for you
- After someone helps you with a project or endeavor
- If you want to make a good impression
- If you are unsure of whether or not to write a thank-you note (Write one!)

#### How should you write a thank-you note?

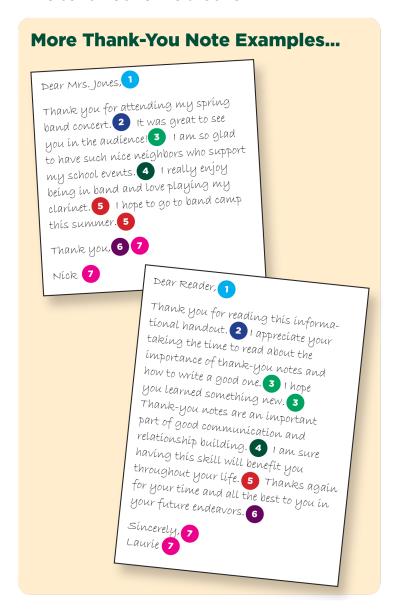
A good thank-you note has seven main components:



- A greeting to the thank-you note recipient (Dear . . . )
- The specific reason you are thanking them (Mention what they bought, gave or did. This is always important to do first.)
- The reason why you appreciate them (They supported you, were thoughtful and gave a gift, went out of their way to help you out or other reasons.)
- How you plan to use the gift or why the gift or act of service was important to you (You will use it to save for college; you really enjoy playing the game; you can't wait to go shopping with the gift card; you know you have a great chance at the scholarship because of the letter of recommendation — or other ways.)
- A comment or detail about yourself, an update on your life or a positive comment (This is a great time to share news on your life or to add a positive remark about the recipient.)
- A repeat of your thank-you (You may leave this out if you sign "with thanks" at your closing.)
- A closing and signature of your name (With thanks, Name or Sincerely, Name)

#### **Your note should be:**

- Hand written in blue or black ink
- Neat and legible
- On a note card or good quality paper (Lined paper or index cards are not a good choice.)
- Personalized to the situation



TIP: In the case of a job interview, you may send a thank-you note in email form if the employer will be reaching a decision quickly. The key is to make it personal!

## **ACKNOWLEDGMENTS**

Aspects of the steps taken from "6 Steps to Writing a Thank You Note – Holiday Edition," Dec. 16, 2010, Dale Carnegie Training. New York. Retrieved from http://blog.dalecarnegie.com/teammemberengagement/6-steps-to-writing-a-thank-you-note-holiday-edition/Created by: Laurie Rivetto, 4-H Educator, MSU Extension Wayne County 4-H, 2013

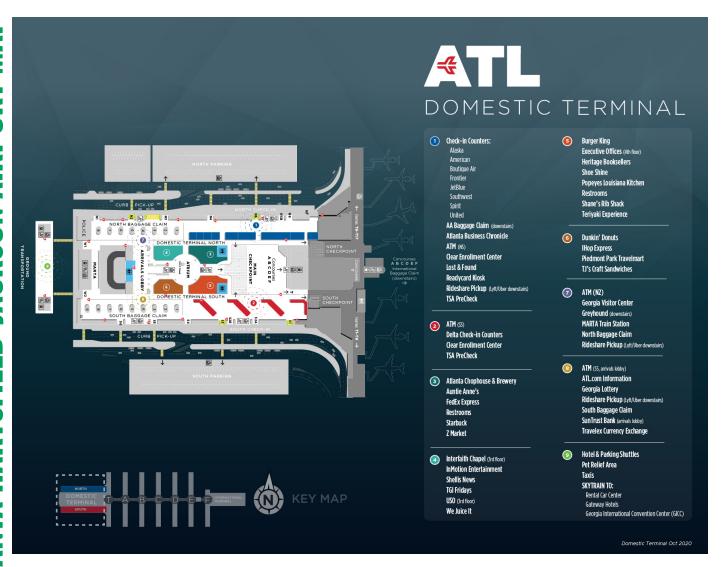


Report suspicious activity directly to MARTA Police Discrete way to send text and photos

MARTA POLICE
Text MPD: (404) 334-5355
or Call (404) 848-4911 if you see something out of the ordinary.

https://itsmarta.com/interactive-system-map.aspx





https://www.atl.com/maps/



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